



University of Queensland Medical Society Inc.

Position Description

Incision UQ Skills Officer



INCISIONUQ

The Surgical Arm of the UQMS



University of Queensland
Medical Society Inc.

About the UQMS

Established in 1936, the UQMS is a not-for-profit, incorporated association which strives to support and enrich the UQ medical school experience. Through a significant range of academic, social, wellbeing, philanthropic, cultural, advocacy, and leadership opportunities, the UQMS aims to inspire and develop well-rounded medical students. Comprising over 100 volunteers, it is one of the largest and most successful student organisations in Australia. The UQMS works closely with the UQ Faculty of Medicine as well as local, state, and national bodies to ensure that all UQ medical students benefit from a student built community like no other. Above all, the UQMS values inclusivity, diversity, integrity, connectivity, fulfilment, and excellence throughout their actions, events, and activities.

About Incision UQ

Incision UQ is the surgical Arm of the University of Queensland Medical Society (UQMS). It aims to promote the profession of surgery and enhance the surgical knowledge and surgical skills of all medical students of the University of Queensland. Surgery is a core rotation both in medical school and junior doctor years, and ensuring that all medical students have the opportunity to explore the field of surgery is paramount.

About Convenors of the UQMS

Convenors are the event organisers and initiative coordinators of the UQMS. Be it as an individual or in a team capacity, convenors plan, prepare, and execute a wide array of academic, social, wellbeing, professional development, and community events and initiatives. Convenors belong to UQMS subcommittees corresponding to a Management Committee portfolio and can be elected or appointed, individually or in teams, generally for one year terms.

As a UQMS Convenor, the office bearer is expected to:

- Actively contribute to the day-to-day planning and implementation of their event and/or initiative;
- Dedicate themselves and remain committed to effective teamwork and the success of their event and/or initiative for the duration of their term, including handover;
- Adhere to all UQMS Rules, Bylaws and Policies, and comply with all plans enacted at a portfolio level; and
- Provide regular reports and updates to their corresponding Management Committee member, and be advised by them where appropriate through open communication channels.



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About the Role

The Incision UQ Skills Portfolio is dedicated to the upskilling of surgical skills. The Skills Officers coordinate skills workshops for students to learn and develop their surgical techniques and competencies. These include (but are not limited to):

- Basic and Advanced Surgical Skills Workshops;
- Basic and Advanced Suturing Workshops;
- OBGYN Emergencies Workshop;
- Advanced Surgical Skills Workshop;
- UQ Surgical Skills Competition; and
- Incision UQ Surgical Conference

As a key representative of the UQMS and student body to the Academic and Administrative staff within the School as well as external bodies, the Skills Officers must act in an appropriate fashion not to undermine the credibility, integrity or reputation of the UQMS. They must always exhibit professional behaviour and standards and must exhibit effective leadership, problem-solving skills and follow protocol in all their actions.

Reporting Relationships:

Manager(s):

- Chair
- Vice-Chair (Events)

Direct Report(s):

The Skills Officers will report to the Vice-Chair (Events) and provide updates with regards to the events within their portfolio. It is also the responsibility of all position holders to engage with their predecessors/ successors to ensure adequate handover to develop the Skills portfolio for future years.

Key Contacts:

External:

The Skills Officers may liaise with tutors, and other external bodies such as venues, UQMS Affiliates, and the Faculty of Medicine to coordinate event activities with the interests of such stakeholders. Any events held in conjunction with other organisations require the express permission of the Incision UQ Chair, and a Memorandum of Understanding between UQMS and the external party.



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Internal:

The Skills Officers will work closely with the Vice-Chair (Events) to ensure the smooth running of events, and to develop sponsorship opportunities from professional events if the opportunity arises. They will also support the work of the UQMS Sponsorship Officer by ensuring that sponsorship requirements are met for all events.

The Skills Officers will also liaise with the Communications Officer in the promotions of events and production of any other marketing materials.

Roles and Responsibilities

1. Work with the Vice-Chair (Events) in the financial planning for events;
2. Report to the Vice-Chair (Events) and provide status updates from the portfolio;
3. Create, plan and manage all events under the Skills portfolio, including liaising with external parties for equipment hire;
4. Work with the Communications Officer in the arrangement of materials, promotional efforts and other marketing of events in a timely manner;
5. Ensure all post-event requirements are completed in a timely manner;
6. Administer methods of feedback for events, and act on recommendations;
7. Attend ordinary and extraordinary meetings of Incision UQ;
8. Work collaboratively on all endeavours with the fellow Skills Officer;
9. Support and attend all events run by Incision UQ when able, and assist other portfolios if required; and
10. Provide adequate hand over at the conclusion of the elected period to the successor.

Desirable Candidate Qualities

The prospective candidate should consider the following desirable candidate attributes:

- Ability to work within a team environment;
- An interest in surgery and working with colleagues with similar interests;
- A strong work ethic;
- Previous attendance at/participation in Incision UQ events;
- Previous attendance at Incision UQ Skills Workshops in particular; and
- Previous experience organising events.

Process for Nomination for Appointment

If you wish to apply, please complete the following:

1. **Ensure you are a Full Ordinary member of the UQMS** before applying. If you are unsure, email secretary@uqms.org to check your membership.



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2. Potential candidates are **strongly advised to contact** the **Skills Officers** at incision.skills@uqms.org to discuss the role. You may also wish to contact the **Incision UQ Vice-Chair (Events)** at incision.events@uqms.org.
3. Fill out the Google Form for applying for appointed roles, as linked on the [Elections Page](#) and write a **300-word candidate statement** addressing the following criteria
 - a. Vision for the role;
 - b. Previous experience relevant to the role, including leadership, administration and any design experience;
 - c. Communication skills and other relevant skills; and
 - d. Ability to work independently as well as part of a team.Please note, candidate names will be removed before applications are marked. Please see UQMS By-Law Section 16.4 and 23.7 for more information.
4. You may submit an (optional) **1-page CV** to accompany your candidate statement.
5. Submit your completed form and statement to the **Secretary** at secretary@uqms.org. The Secretary will reply to confirm that they have received your nomination. If you do not receive this confirmation within 3 days, please contact the Secretary again.
6. Please see our [Elections Page](#) for more information including the **appointment timeline**. No late submissions will be accepted.
7. The [Elections Page](#) also contains links to relevant UQMS Governing Documents, FAQs and Nomination Forms. Please familiarise yourself with these, particularly the UQMS By-Laws (Part 1 and 3) to ensure you comply with the rules of the Association.

General Enquiries

For more information, please contact UQMS Secretary at secretary@uqms.org.

University of Queensland Medical Society

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For office hours see: <http://uqms.org/contact/>

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